

Compliance Officer (Aboriginal identified)

Ngunya Jarjum Aboriginal Child and Family Network

Lismore & Far North Coast

Administration & Office Support

Records Management & Document Control

Full time

Ngunya Jarjum Aboriginal Child and Family Network

Lismore office (Service delivery area Tweed Heads to Grafton)

About us visit www.ngunyarjarjum.com

We value building meaningful relationships and work to build trust with families, communities and our partners.

Our Vision is for a connected, culturally rich and thriving community where Ngunya Jarjum support our local families to nurture their children, raise them on country, and preserve our culture and strength into the future.

Based in Lismore and reporting to the Compliance Manager, your focus will be providing quality compliance support to our Permanency Support Programs.

The key objectives of the role include to:

- Oversee all compliance including monitoring and administration of the Child & Carer Tracker Tool;
- Report all non-compliance issues to Compliance Manager
- Monitor all legal and carer household probity checks
- Undertake daily and quarterly auditing, monitoring and reporting
- Manage records and undertake file management
- Participate in developing and delivering training to the wider casework teams

Please submit your Resume and application letter outlining the following selection criteria –

- You identify as Aboriginal and/or Torres Strait Islander
- Understanding of PSP OoHC and Family Preservation Service Program Specifications, legislation and OCG accreditation standards.
- Demonstrated strong attention to detail
- Ability to manage and prioritise tasks in a high-volume work environment to meet a number of competing deadlines.
- Qualification in Compliance or Office Administration and/or equivalent demonstration of such knowledge.

- High level of computer literacy; sound working knowledge of Microsoft Office 365 applications.

Appointment to this position will be subject to a National Criminal History Record Check and Working with Children Check clearance. Two reference checks will be required including one recent supervisor.

Ngunya Jarjum Aboriginal Corporation has a COVID-19 Vaccination Policy in place which applies to Employees. If you would like further information regarding this policy, please email human.resources@ngunyarjum.com

- Full non-profit status with salary sacrifice available to reduce tax and increase your take home pay
- An opportunity to make a difference to Aboriginal Jarjums and families across our community
- Located on beautiful Bundjalung Country.

If you would like to know more about the position please contact Michelle Hicks or Tanachae Thaidy on [\(02\) 6626 3700](tel:0266263700). All applications will be received via SEEK or recruitment@ngunyarjum.com.

70 hour Fortnight, full-time on-going position available

Closing date for applications is Thursday 23rd June 2022

This position is identified for Aboriginal people and exemption is claimed under 14d of the Anti-Discrimination Act 1977.